

REPUBLICAN VALLEY LIBRARY SYSTEM
LAPTOP & LCD PROJECTOR LOAN POLICY

Loans shall be made from the System Office to an RVLS library, but not to individuals for personal use.

Loan shall be for a period of ten days, including shipping.

Borrower shall pick up and deliver the equipment or shall pay insurance and shipping charges to obtain and to return equipment from/to System Office.

Equipment shall be insured during shipment. The choice of which delivery service and the required insurance level shall be designated by the System Administrator.

Computer Projector

Delivery service: United Parcel Service insurance \$3000.00 insurance \$3500.00

The borrower shall be financially responsible for repair of any damages. Definition of damages shall include, but not be limited to, dropping, breakage, power surges, accidental damages, introduction of viruses, and addition of software, changes to the operating system or to the configuration of the computer or software. Repair or replacement shall be determined, and arranged for, at the discretion of the System Office.

Borrower shall not load any software or make any unauthorized change to the operating system or to the configuration of the computer or software.

Borrower must provide name of library, contact person responsible for the equipment and its return, address where equipment will be used and contact phone. The phone is necessary for possible recalls. Use by the System Office shall have priority over loans. Equipment may be recalled by the System Office.

I have read and agree to comply with this policy:

Date_____

Name _____ Contact person _____
of library (Signature)

Address where _____ Contact person _____
equipment will (printed name)
be used

Contact phone_____

Adopted November 1, 2002 by RVLS Board